

CHASS Policies on Teaching and Research

Teaching Assignments and Faculty Teaching Loads [CHASS Dean's Office Revised 2/2/2016 Revised 10/12/2016, Revised 11/15/17]

General Principles

It is the chair's responsibility to develop a teaching schedule that meets the department's curriculum. This includes ensuring that enough seats are offered to meet the demand of majors and of students seeking to fulfill breadth requirements, including contributions to interdisciplinary programs such as CHASS Connect, various minors and the honors program. Each department should take steps to balance teaching loads across lower level, upper level and graduate courses. The schedule should include a range of courses across both prime (9am-3pm) and non-prime (7am-9am; 3pm-10 pm) times, as well as a reasonable balance of MWF and TR classes. All faculty are expected to teach as needed on a MWF or TR teaching schedule.

Teaching Load

The teaching load in CHASS is four (4) courses per year.

Chairs are relieved of two (2) courses per academic year.

Graduate Advisors are relieved of one (1) course per academic year.

All other course releases must be requested from and approved by the Dean.

The department chair should keep a record of all course releases including the reason, funding source, quarter, etc. Releases need to be clearly accounted for in Academic Personnel files, the Temporary Academic Support request, and all other accounts of teaching assignments. Chairs should be able to explain how the department is meeting the workload associated with released courses. Chairs should not give discretionary course releases without the approval from the Dean's Office.

Guidelines on counting teaching load

For an assignment to count toward the four-course workload, it must be a regularly scheduled class of four or more units, in which student work is evaluated for grade or credit. Course assignments that primarily involve coordination (for example, of student internships) are recognized as a service contribution rather than for course workload credit. Faculty contributions to teaching are broader than the number of courses taught. Forms of teaching listed below do not count toward the required four-course load but can and should be recognized in the academic personnel process as valuable contributions to the curriculum.

Courses must meet minimum thresholds for enrollment:

12 students in a lower-level course;

8 in an upper level course;

4 in a graduate course.

Courses not meeting this threshold may still be offered, but it will not count toward the faculty member's course workload credit.

Only one teaching credit can be assigned per course. Team taught classes count as a .5 course (assuming two instructors).

Large enrollment courses count as only one of your assigned courses.

Courses that *do not* count toward a faculty member's teaching load:

1. Courses that allow undergraduate or graduate students to work independently under the supervision of a faculty member (190, 198, 199, 290, 291, etc.) and the 300 and 400 series professional development courses for graduate students.
2. A discussion section of a lecture class (including an Honors section).
3. Supervision of graduate students on examination or dissertation committees
4. 2 unit courses
In some disciplines, 1 or 2 unit courses may have a critical role in curriculum (ensembles in Music, for example). In this case, the Department, in consultation with the Dean's office, should formulate a policy for partial workload credit.

Bunching

Faculty members may ask to spread their four-course load over two rather than three quarters. Such assignments are at the discretion of the Chair and not a faculty right. The first priority is the ability of the department to offer the needed range of courses in each quarter

Faculty members are expected to be available to students and staff, and to meet all service obligations to the department and the campus during a non-teaching quarter in which they are not on leave.

Under University policy, any faculty member who is away from campus for more than seven calendar days must file a leave request, if not already on approved leave.

The Chair has the authority to approve a leave up to 7 calendar days. Any leaves beyond 7 days require that a leave request be submitted for approval, per [Academic Personnel Leave of Absence Guidelines](#)

Course Buy-outs

Course buy-outs are to be used to expand time available for research and other scholarly duties.

No more than two releases are to be taken within one year. Requests for more than two are by exception and will only be allowed in the most extenuating circumstances.

The Department Chair must approve the buy-out and the faculty member must agree to buy out the course following the department policy.

The buy-out will come from non-Senate extramural grant funds. Startup (Initial Complement) funds may not be used.

No course releases will be granted for editorial service for journals. A course buy-out may be taken if it is fully funded by the journal and approved by the department chair.

During the teaching quarter that is reduced by a course buy-out, faculty are expected to be present on campus and to fulfill all other regular obligations.

Sabbaticals (policy 11/15/17, rvsd 4/17/19)

Sabbaticals are at the discretion of the chair, who must make sure they do not undermine the capacity of the department or program to mount its curriculum while the faculty member is on leave.

In addition to releasing a faculty member from all other duties a sabbatical will provide teaching release as follows:

Professorial Series with a four course load:

One quarter of sabbatical leave within an academic year equates to one course release.

Two quarters of sabbatical leave within an academic year equates to three course releases.

Three quarters of sabbatical leave within an academic year equates to four course releases.

Professor of Teaching Series:

A Professor of Teaching will be released from teaching responsibilities based on their current teaching assignment for the academic year. One quarter of sabbatical will provide a release from one-third of the teaching obligation within an academic year. Two quarters of sabbatical will provide a release from two-thirds of the teaching obligation within an academic year. Three quarters of sabbatical will provide a release from all teaching within an academic year.

For sabbaticals in residence:

An In-Residence Sabbatical Leave requires one regularly scheduled four-unit course be taught during each quarter of leave. Such courses do not include seminars, graduate student training courses, etc. Course relief provided for administrative services, and/or course buyout cannot be counted toward an In-Residence Sabbatical Leave.

Faculty are obligated to return to teach an equivalent of the time they were on any kind of sabbatical.

APM 740: https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-740.pdf

Research

Fellowship Policy

CHASS encourages faculty members to pursue distinguished fellowships and offers material support for those who receive such awards. Fellowships provide a variety of resources that allow a faculty member to focus intensely on a major project. These include release from teaching and service obligations that may enable archival and other site-specific research, or participation in residential research groups that allow collaboration among scholars from across the country or around the world. All of these activities are vital to the production of

knowledge that is the heart of university research. As such, fellowship support is one of the most important investments the College makes in faculty research, particularly in the Humanities. The CHASS policy is designed to clarify institutional support for fellowships and the responsibilities of faculty who are released from teaching and service while on research leave funded in part through outside fellowships. Extramural grants may be considered as long as the granting agency allows the faculty member to be on leave to focus on major research project.

1) CHASS will supplement the fellowship funding that a faculty member receives from the granting agency, up to the amount necessary to make the faculty member whole. The fellowship must be large enough so as to fund replacement lecturers so that no teaching would be lost. A year's fellowship must be worth at least \$25,000.

2) CHASS will not require that a faculty member be required to relinquish any of her/his accrued sabbatical credits in order to accept the fellowship.

3) Faculty are obligated to return to teach an equivalent of the time they had a fellowship.

For Hellman Fellowship policies please see:

http://academicpersonnel.ucr.edu/programs_and_awards/hellman.html

Publishing Subvention Support

The CHASS Dean's office has established an annual fund, subject to renewal each fiscal year, to support subventions for scholarly monographs. Its intention was to provide support to help offset expenses beyond typical publication costs, such as images and figures, not to underwrite the cost of publication. Reflecting the recent trend in the publishing landscape with increasing number of publishers expecting and requesting subvention from institutions, the CHASS subvention policy is revised as follows.

Subject to the availability of funds and relevant caps, this fund will not typically exceed \$2500. All tenure-track and tenured faculty are eligible to request funds with some limitations as noted. Tenured faculty may be awarded up to \$2000 initially, with a possibility of an additional amount up to \$500 awarded at the end of the fiscal year contingent upon available funds. Tenured faculty seeking the additional funding should check with the Dean's office during the first two weeks of June to determine if funding is still available. In exceptional cases, requests for a subvention amount in excess of \$2500 will be considered for acquisition of image rights, image reproduction, or other unusual production costs. Faculty will be eligible to receive subvention funding once every three years. (If a faculty member receives subvention funding in AY2019-20, that faculty member is eligible to request subvention funds again in AY2022-23 or later.)

Eligible publications are:

1. Monographs (not collections of essays, edited volumes, textbooks, or anthologies);
2. Written by a CHASS senate faculty member (joint authored works are eligible);
3. Written for a specialized audience of scholars and researchers;
4. Published by a university or scholarly press.

Eligible items include, but are not necessarily limited to:

1. Formal subvention fees, narrowly understood;
2. Image rights;
3. Image reproduction.

The following items are not eligible:

1. Translation
2. Reprints or revised edition
3. Indexing
4. Copy-editing
5. Royalties
6. Paper upgrade
7. Book jacket design
8. Marketing
9. Book tours

Process: Faculty seeking subvention support should email a request to their Associate Dean and copy the CFAO, including the bibliographic information of the book to be published and the subvention amount requested. The subvention request should include a letter from the press that

with the amount requested and item(s) or use(s) the subvention funds would support.

Departments are encouraged to contribute to the remaining subvention costs and to consider creating a fair and equitable means for doing so.